



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt resolution authorizing reallocation from 2002-03 unencumbered funds for the purchase of notebook computers (up to five at \$1,900 each) (CLK)

MEETING DATE: July 15, 2003

PREPARED BY: City Clerk

RECOMMENDED ACTION: Adopt resolution authorizing reallocation from 2002-03 unencumbered funds for the purchase of notebook computers (up to five at \$1,900 each).

BACKGROUND INFORMATION: Following completion of the 2003-05 budget proposals in early February for the City Clerk's Office, City Protocol, and City Council, it was decided not to renew the annual dues (\$3,750) for The United States Conference of Mayors, which resulted in a savings in account 100103. In addition, Protocol account 100120 had a fiscal year 2002-03 ending balance of over \$11,000. The City's Purchasing Officer recently received a cost estimate of \$9,500 for five notebooks computers and it is recommended that this amount be reallocated from 2002-03 unencumbered funds for their purchase. The notebook computers will be for Council Members' use in accessing an electronic agenda/packet. Power outlets and wireless data capability now exist at the Council dais and staff table in the Carnegie Forum Council Chamber.

BENEFITS:

Cost savings:

Note: Figures below are strictly for the final assembly and duplication process of the twice monthly regular City Council meeting packets. Other cost savings would include less wear and tear on the copy machine and decreased expenditures for supply costs such as toner, binders, dividers, etc.

| PAPER PACKET (per packet) | ELECTRONIC PACKET (per packet) | ANNUAL COMPARISON Paper v. Electronic |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Time: Five (5) hours | Time: Two (2) hours | Time: 120 hours versus 48 hours |
| Dollar value: \$125 | Dollar value: \$50 | Dollar value: \$3,000 versus \$1,200 |
| Paper: 25 packets at 400 pgs. each = 10,000 pages (Note: Also see "Environmental Concerns" on page 2) | Paper: 4 packets at 400 pgs. each = 1,600 pages | Paper: 240,000 pages versus 38,400 pages Paper cost: \$1,745 versus \$280 |
| Total annual savings (dollar value in time & paper only) = \$3,265 | | |

APPROVED: _____


H. Dixon Flynn -- City Manager

Staff Report: Adopt resolution authorizing reallocation from 2002-03 unencumbered funds for the purchase of notebook computers (up to five at \$1,900 each).

Meeting date: July 15, 2003

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Public Trust: Ensuring open, accessible public meetings (City Council goal/objective)

Citizen service is the foundation of municipal government and our ongoing dialogue with the community about our shared future is the cornerstone of all decisions. To that end, we are tasked with ensuring that citizens have access to data related to the legislative actions taken by the Lodi City Council. The City Clerk's Office envisions the e-agenda/packet as a vehicle to accomplish that goal. Currently, public access of the Council packet is limited to hard copies on file in the City Clerk's Office, the Library, and on the night of the meeting in the Council Chamber. The e-agenda/packet will provide internet access to the entire City Council packet (e.g. all staff reports, exhibits, etc.) in advance of the meeting. According to a 2002 Public Policy Institute of California survey, 75% of Central Valley residents use computers and 67% have internet access (Exhibit A).

Compliance with Assembly Bill 3035:

Assembly Bill 3035 became effective in January 2003 and states in part that:

If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act.

The Adobe Acrobat PDF (portable document format) files used to create the electronic agenda packet can be made accessible to people with disabilities such as visual and motor impairments.

Environmental Concerns:

One fifth of all wood harvested in the world ends up in paper. It takes 2 to 3.5 tons of trees to make one ton of paper. Pulp and paper is the fifth largest industrial consumer of energy in the world, using as much power to produce a ton of product as the iron and steel industry. Paper accounts for nearly 40% of all municipal solid waste in the United States. Making paper uses more water per ton than any other product in the world. It also produces high levels of air and water pollution – all to make a product that is usually used once and thrown away.

FUNDING RECOMMENDATION:

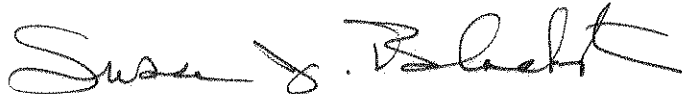
Reallocation from 2002-03 budget:

| | |
|-------------------------------|---------|
| City Council 100103-300-7309 | \$3,750 |
| City Protocol 100120-300-7399 | \$5,750 |

| | |
|-----------------------------------------|---------|
| Total reallocation to 100103-300-7359 = | \$9,500 |
|-----------------------------------------|---------|

Funding Available:


Vicky McAthie, Finance Director


Susan J. Blackston
City Clerk

cc: Purchasing Officer

PUBLIC POLICY INSTITUTE OF CALIFORNIA
STATEWIDE SURVEY: SPECIAL SURVEY OF THE CENTRAL VALLEY
APRIL 1-8, 2002
2,004 CENTRAL VALLEY RESIDENTS: ENGLISH AND SPANISH
MARGIN OF ERROR +/- 2% AT 95% CONFIDENCE LEVEL FOR TOTAL SAMPLE

• Digital Divide

The Central Valley no longer lags behind the rest of the state in computer and Internet use. Seventy-five percent of Central Valley residents today use computers at home, at work, or at school, compared to 78 percent of Californians. However, a large digital divide still exists in the region between non-Hispanic whites and Latinos in Internet use (71% to 54%) and computer ownership (77% to 55%).

Economic and Social Trends

Computers and the Internet

In recent years, the Central Valley has lagged behind the rest of the state in computer and Internet use. Today, 75 percent of Central Valley residents use computers either at home, at work, or at school, which is comparable to the 78 percent of all California adults who reported that they use a computer in the January 2002 Statewide Survey. Moreover, 67 percent of Central Valley residents go on line to access the Internet, compared to 72 percent of all Californians.

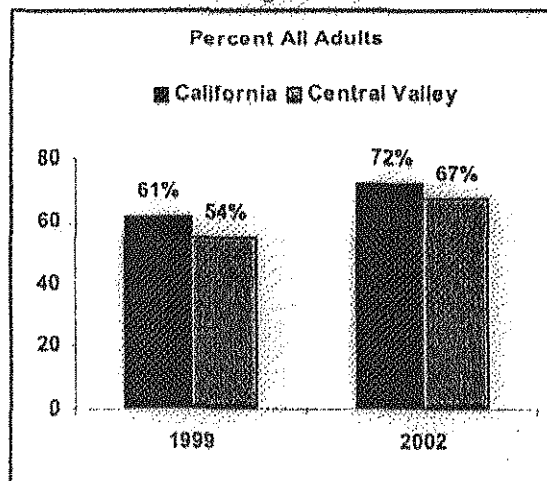
Since the 1999 survey, computer use in the Central Valley has increased somewhat (70% to 75%), and we have seen a 13-point increase in Internet use (54% to 67%) and a 16-point increase in having a computer in the home (55% to 71%).

The Sacramento Metro area continues to lead other sub-regions in computer use, Internet use, and computers in the home. Sacramento residents are now as likely to use a computer (83%) and go on line (78%) as San Francisco Bay Area residents (83% and 79%, respectively).

While computer use and Internet use have increased throughout the Central Valley, some residents are not participating in this trend. As is also the case statewide, Internet use is relatively low for Central Valley residents who are age 55 or older (44%) or who have no college education (43%). There is also a strong relationship between income and computer and Internet use: Of those residents with household incomes below \$40,000, only 63 percent use a computer and only 53 percent go on line.

Latino Internet use has grown from 38 percent in 1999 to 54 percent in 2002. However, there is still a 17-point "digital divide" in the Central Valley between Latino and non-Hispanic white Internet users. Income continues to be a key determinant of this digital divide: Latinos with annual household incomes of more than \$40,000 are just as likely as non-Hispanic whites with household incomes of more than \$40,000 to use computers (90% each) and the Internet (81% to 85%).

On-line usage over time



RESOLUTION NO. 2003-120

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING THE REALLOCATION OF FUNDS FROM
THE CITY PROTOCOL AND CITY COUNCIL 2002-03
FISCAL YEAR BUDGET FOR THE PURCHASE OF FIVE
NOTEBOOK COMPUTERS

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the reallocation of \$9,500.00 from the City Protocol and City Council 2002-03 fiscal year budget for the purchase of five notebook computers for use by Council Members allowing access to the electronic agenda packet.

Dated: July 15, 2003

I hereby certify that Resolution No. 2003-120 was passed and adopted by the Lodi City Council in a special meeting held July 15, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hansen, and Howard
NOES: COUNCIL MEMBERS – Land
ABSENT: COUNCIL MEMBERS – Mayor Hitchcock
ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

B-1

7/14/03 @ 4:15 p.m.

Received a phone call today from **Dee Harden (369-5227)** who expressed her opinion that \$1,900 is too expensive for a notebook computer. She felt that more work should be done on cost comparisons in an effort to get the best price possible, particularly in these difficult financial times.

Message taken by: Susan J. Blackston, City Clerk



CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: Finance Director

DATE: July 15, 2003

FROM: City Clerk

PROJECT NUMBER:

| <u>Description of Project</u> | <u>Estimated Cost</u> |
|-------------------------------|-----------------------|
|-------------------------------|-----------------------|

From 2002-03 unencumbered funds:

| | |
|---------------------------------------------------------------------------|-------------|
| Reallocation of funds <i>from</i> the City Protocol Account (100120 7399) | \$ 5,750.00 |
|---------------------------------------------------------------------------|-------------|

| | |
|--------------------------------------------------------------------------|-------------|
| Reallocation of funds <i>from</i> the City Council Account (100103 7309) | \$ 3,750.00 |
|--------------------------------------------------------------------------|-------------|

| | |
|---------------|--------------------|
| TOTAL: | \$ 9,500.00 |
|---------------|--------------------|

| | |
|-------------------------------------------------------------------|---------------------------|
| Reallocate funds <i>to</i> the City Council Account (100103 7359) | TOTAL: \$ 9,500.00 |
|-------------------------------------------------------------------|---------------------------|

Explanation: The notebook computers will be for Council Members' use in accessing an e-agenda/packet. Benefits include cost savings, public trust (access to public meeting information), and environmental concerns (refer to attached Council Communication and Resolution No. 2003-120).


Susan J. Blackston, City Clerk

(If you need more space, use additional sheet and attach to this form)

| | | | |
|------------------|----------------------|-----------------|-------------------|
| Date of Approval | <u>July 15, 2003</u> | Amount Approved | <u>\$9,500.00</u> |
|------------------|----------------------|-----------------|-------------------|

| | | | |
|---------|----------|--------------|-----------------------------|
| Council | <u>X</u> | City Manager | <u> </u> |
|---------|----------|--------------|-----------------------------|

FUND OR ACCOUNT TO BE CHARGED

| | | | |
|----------------|-----------------------------|--------------------|-----------------------------|
| Current Budget | <u> </u> | Prior Year Reserve | <u> </u> |
|----------------|-----------------------------|--------------------|-----------------------------|

| | | | |
|-----------------|-----------------------------|----------------------|-----------------------------|
| Contingent Fund | <u> </u> | General Fund Capital | <u> </u> |
|-----------------|-----------------------------|----------------------|-----------------------------|

| | | | |
|------------------------|-----------------------------|----------------------|-----------------------------|
| Capital Outlay Reserve | <u> </u> | Reimbursable Account | <u> </u> |
|------------------------|-----------------------------|----------------------|-----------------------------|

| | | | |
|------------------------|-----------------------------|-----------------|-------------------------------|
| Utility Outlay Reserve | <u> </u> | Other (Specify) | <u>Protocol & Council</u> |
|------------------------|-----------------------------|-----------------|-------------------------------|

See above
Account Number

Accounting Manager

Finance Director

Submit this form in duplicate to the Finance Director. Distribution after approval will be as follows:

- (1) Originating Department (2) Finance Department